

SECRET

10 March 1959

OFFICE OF TRAINING REGULATION NO. 20-4

SUBJECT : OTR Promotion Panel

REFERENCE : OTR Regulation No. 20-5, dated 31 March 1954

RESCISSION: OTR Regulation No. 20-4, dated 21 December 1953

1. GENERAL

Effective immediately, there is established in OTR a Promotion Panel which will replace the former Professional and Clerical Promotion Panels. The new panel will be known as the OTR Promotion Panel. This Panel will review proposed promotion actions of clerical and professional personnel to grade GS-12 and will make recommendations to the OTR Career Service Board. The Panel will function in accordance with policies established by the OTR Career Service Board and the Director of Training.

2. COMPOSITION

a. Members

The Panel will be composed of seven voting members, a secretary, and a recorder. The voting members will be senior officials of OTR selected by the Director of Training to serve for a period of twelve months. The Chairman will serve for six months, or as determined by the Director of Training.

b. Secretary and Recorder

The Secretary and the Recorder for the Panel will be provided by the Personnel Branch, OTR.

3. PROCEDURES

a. The same procedures as outlined in OTR Regulation 20-5, "Promotion Recommendations," pertain, except that supervisors must submit the completed, two-part promotion recommendations to the OTR Personnel Officer five (5) working days prior to a meeting of the OTR Promotion Panel. The meeting date of the Promotion Panel is normally the third Tuesday of each month.

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b. The Promotion Panel will meet at least seven (7) working days prior to the meeting date of the OTR Career Service Board. The meeting date of the OTR Career Service Board to consider promotions is normally the first Tuesday of each month. The Personnel Branch will be responsible for coordinating meeting dates and informing members of the Panel.

c. The recommendations of the Promotion Panel will be documented by the Secretary of the Promotion Panel for presentation to the OTR Career Service Board.

d. Promotion recommendations for grade GS-13 and above are submitted directly to the OTR Career Service Board and will be considered semiannually on the schedule established by memorandum, dated 13 August 1958, to all OTR Career Service Board Members.

e. The Secretary of the Panel will inform the School or Staff Chief concerned of any actions not approved by the Panel. This will afford him an opportunity to reconsider the promotion recommendation in the light of the findings of the Panel and to submit additional information before the action is presented to the Board for decision.



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MATTHEW BAIRD
Director of Training

Distribution: All OTR Personnel

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